

HAMPDEN COUNTY REGIONAL RETIREMENT BOARD

Job Title: Senior Administrative Assistant

Department: Retirement

Location: 67 Hunt Street, Suite 116, Agawam, MA 01001

Hours: Full Time/Permanent 8:00 a.m. to 4:00 p.m.

Reports to: Executive Director of Retirement Board

Date: January 4, 2021

SUMMARY:

This is a responsible administrative position in helping to direct the activities of the Retirement System for retirees and members of the Retirement System.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include but not limited to:

- Assist in the overall administration of the Retirement System
- Maintain accurate individual and unit records for active and inactive members of individual member units of the system
- Retirement benefit calculations for members in the member units of the system
- Buyback and redeposit record research and calculations
- Calculate for distribution of refunds for members accounts and transfers of accounts to other retirement systems
- Calculation of Federal withholding from refunds and interpretation of guidelines pertaining to rollovers and eligible retirement plans
- Assist with the administration of the monthly retiree payroll
- Preparation and updating of monthly spreadsheets for monthly payroll
- Backup to Director and Assistant Director in maintaining office cashbooks, general ledger and journal as they pertain to the financial conditions of the system
- Retirement counseling for superannuation and disability retirees from the systems member units
- Reconciliation of office financial statements on a bimonthly basis
- Verification, balancing and processing of membership schedule/account balances as they pertain to the completion of the systems annual statement
- Typing and other clerical duties as they relate to the daily functioning of the office

QUALIFICATIONS:

- Interpretation of Massachusetts General Laws Chapter 32 and relevant amended acts daily with regards to maintaining accuracy of information and benefit research and calculations for the members of the system

SALARY:

Salary to commensurate with experience

Please submit your letter of interest and resume via email to:

kmartin@hcrb.org

The deadline to submit is Wednesday, January 19, 2022 by 2:00 p.m.